

APPROPRIATIONS COMMITTEE

Meeting Minutes

For the Meeting Held On March 3, 2015

Meeting Time : 6:40 pm

Location : Council on Aging Media Room – 328 N. Main St. East Longmeadow, MA

Meeting Posted On: **Day:** Wednesday **Date:** 2 / 25 / 2015
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes X No _____
The Minutes of this Meeting are being taken by: Marge Larocca

Committee Members: (check if attended)

Eric Madison	✓	Russell Denver	✓	James Broderick	✓	James Walsh	
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Sara Menard	✓

Attendees: Jim Sheils

Did the Chair release any prior Executive Session Minutes?

Yes		No	x
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Dates of Executive Session Released :

TOPIC / MATTER #1 FY2016 Capital Projects

Summary of Matter Discussed :

- The Chairman spoke about the items that will be discussed at the meeting.
- Mr. Carabetta distributed two documents and followed with descriptions of the information. He stated that he researched capital expenditures from 2009 up to the current year and found that capital expenditure has declined since 2009. He believes that over the last 3 to 4 years the decision to balance the budget without the use of free cash has affected the capital planning. He is proposing that in addition to the 1.1 million in the budget for capital planning, that an additional 1 million be bonded so that capital planning can catch up. He stated that capital projects are falling behind in maintaining the infrastructure of the Town. Discussion followed about the levels of funding for capital projects in prior years. Mr. Carabetta stated that the Capital Planning Committee would like to have funding available for replacements of vehicles for various departments and that a replacement schedule had been done for vehicle replacement. It was found that the replacement schedule it could not be afforded. Discussion followed about replacements of school busses.
- The Town Accountant gave an explanation of the approximate cost of bonding a million dollars. Discussion followed about yearly funding of the bond for capital projects.
- Discussion began next about funding of Town Hall Renovations.
- The Chairman stated that the Committee is supportive in what the Capital Planning Committee is trying to do over-all and he recognizes that in an effort to pay down some debt that there hasn't been as much spent for capital projects. The Appropriations Committee is willing to work with the Capital Planning Committee. He added that he isn't in favor of financing a three year project in one year, and would like the Capital Planning to review it.
- Mr. Carabetta stated that the priority list of capital projects has been voted on by the Capital Planning Committee. He added that the Board of Selectmen have given endorsement for four of the projects on the list, and will endorse those that the DPW endorse as priorities. Discussion followed about Town Hall renovations, and the Pine Knoll administration building.

- The Chairman spoke about setting up the budget forum for a date after town meeting. Discussion followed about the purpose of having the budget forum and about the information that will be presented.

Documents or Exhibits for this Matter:

- FY16 Capital Planning project priority list; capital planning history.

Votes Taken Under this Matter :

- None

TOPIC / MATTER #2

Meeting Minutes

Summary of Matter Discussed :

- The meeting minutes from February 10, 2015, February 17, 2015 and February 24, 2015 were reviewed. A motion was made to approve the meeting minutes of February 10, 2015, February 17, 2015 and February 24, 2015. The motion was seconded. Russell Denver abstained from the February 10th meeting minutes, all others were in favor.

Documents or Exhibits for this Matter:

- Appropriations Committee meeting minutes, Feb. 10, 2015, Feb. 17, 2015 & Feb. 24, 2015.

Votes Taken Under this Matter :

- A motion was made to approve the meeting minutes of February 10, 2015, February 17, 2015 and February 24, 2015. The motion was seconded. Russell Denver abstained from the February 10th meeting minutes, all others were in favor.

TOPIC / MATTER #3

Budget Review – Information Technology

Summary of Matter Discussed :

- The Chairman stated that the Selectmen have voted to support the IT department's basic budget and that the Appropriations have not formulated a recommendation. Discussion followed about expenses shown in the IT budget, and the committee concluded that more information is needed. The Chairman spoke about determinations that need to be made to create recommendations for departmental budgets. It was then decided that the AC liaison to the IT Department would meet with the IT Director to review his budget expenses.
- A discussion began about budgets that had previously showed revenue that was brought in with the detail of what generated the revenue. It was questioned why the detail wasn't asked for this year. The Town Accountant stated that the focus should be on the expenses of each department's budget, and not about creating revenue.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #4

FY16 Source & Uses

Summary of Matter Discussed :

- The Chairman spoke about taxing to the max levy capacity and if doing so, the rate on \$100,000.00 would be \$93.77 more than the prior year. Discussion followed about the

timeframe of revaluation of real estate.

- The Chairman spoke about looking at savings and efficiencies in the Uses document and followed with a description of the changes that were made in the Uses part of the FY16 Sources & Uses document. He added that the adjustments shown included the submitted budgets, not the supplemental budgets, and that it would result in a lower tax rate.
- He asked the committee members to review the adjusted information. Discussion followed about the information to be presented for budget recommendations.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

8:00 PM: Motion to Adjourn

Next Meeting: March 10, 2015 – 6:30PM – Council on Aging – Conference Room

MEETING FOLLOW UP:
PRIOR MEETING NOTES:
Average cash balances – where are they at?
Note: Set date for Auditor's budget forum
Committee Goals :
Health Insurance Plan Designs
Health Insurance for part-time Elected Officials
Meal Tax generation
Professional Development Class
Increase OPEB Appropriation
Establish a Capital Planning Budget